



The role

This is a fantastic opportunity to join our newly refurbished 'outstanding' nursery within Copthorne Prep School. To be trained to do the same post as a Nursery Practitioner or Nursery Assistant, contributing towards a high-quality caring environment for children. This includes creating a warm, friendly and stimulating atmosphere in which the children can develop emotionally, socially and educationally through individual attention and group activities.

Job title	Nursery apprentice
Reporting to	Deputy Nursery Manager / Head of Pre-Prep & Nursery
Status	Fixed term apprenticeship contract for 18 months
Hours	40 hours per week
Salary	Starting apprentice rate of £11,648 per annum
Apprenticeship	Apprenticeship qualification in EYFS, fully funded with 20% paid off the job training time
Start date	December 2023

Our nursery

We have a thriving Nursery with children aged from two years to rising fours. Newly refurbished, the Nursery is a spacious and nurturing environment which promotes imagination, confidence and happiness. The range of Nursery activities is vast. Some of our activities, such as dance, Spanish and football, are optional. Others, like swimming, forest schools, music and French, are all part of the curriculum. Amid the sea of waterproofs and wellington boots, you will find children using their imaginations, being absorbed by new experiences and generally having fun. These are the foundations on which Copthorne Prep has been built and they prepare children well for the Pre-Prep years.

Key responsibilities

- College attendance/meeting with training provider and completing assignments on time
- To attend team meetings and participate in sharing ideas
- Under supervision provide all aspects of care for children including washing, changing and feeding
- To assist with meeting the personal, social and emotional needs of individual children
- To provide adult interaction with children in the nursery
- To attend all training relevant to the role and deemed appropriate by the manager/training provider
- To be aware of the nursery's confidentiality policy and all other policies the manager deems appropriate
- Proactively work as part of a team
- Support all staff and engage in a good staff team

General

- Contribute to good standards of safety, hygiene and cleanliness in the nursery
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the trainee's supervisor from time-to-time
- The trainee's duties must at all times be carried out in compliance with the nursery's equal opportunities policy
- Look upon the nursery as a "whole". Where can your help be most utilized? Be constantly aware of the needs of children
- To respect the confidentiality of all information received
- To ensure the provision of a high-quality environment to meet the needs of all individual children
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- To be aware of the high profile of the nursery and to uphold its standards at all times
- To be aware of all emergency and fire evacuation procedures
- To be aware of sections 7 and 8 of the Health and Safety at Work Act 1974
- To understand that, as part of training, you will be required to move to other parts of the nursery

Desired skills and qualities

- Excellent communication skills
- Confident
- Passion for working within the early years sector
- Patient
- Ability to work as a team
- Desire to learn new skills
- Dedicated
- Motivated

General requirements

- Age 16+
- Not currently in Education, Employment or Training
- Eligible to work in England
- Looking for a career in childcare

Qualifications

- Age 16-18: GCSEs (or equivalent) in maths and English (grades will be discussed at interview)
- Age 19+: must have GCSEs at grades D/3 or above (or equivalent) in maths and English

Benefits

- Pension scheme
- On-site parking
- Life insurance
- Staff lunch included
- Generous holiday allowance - 6 weeks plus bank holidays
- Staff discount fees
- Employee Assistance Programme (EAP)
- 20% off the job training time for training towards your apprenticeship qualification
- Mentoring support

Please note

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description may be amended at any time following the discussion between the Head of Pre-Prep & Nursery, and member of staff, and will be reviewed annually, or more regularly, in response to the changing needs of the school.

All staff are expected to

- Follow the school's safeguarding policy and procedures and to ensure the well-being of all pupils in their care is their highest priority
- Contribute to the day-to-day running of the school, and follow its policies and procedures
- Take an active role in ensuring the realisation of the school development plan
- Treat each pupil and each other as an individual with courtesy and respect
- Have due regard for Health & Safety within the school

Application process

Email your completed application form and covering letter to hr@copthorneprep.co.uk Stand-alone CVs will not be accepted. You can find the [application form here](#).

Additional information

Child Protection

Copthorne Prep School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS) as well as previous employers.

Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Terms and conditions

All job offers will be subject to contract.

Equal opportunities

Copthorne Prep School is an equal opportunities employer.

Reasonable adjustments

If you require any reasonable adjustments to assist you in your application or during our recruitment process, please contact HR.

UK work entitlement

As part of the recruitment process you will be asked to show original copies of documents that show your entitlement to work in the UK.

Data protection

All personal data will be processed in compliance the schools data protection policy and the principles of the Data Protection Act 2008. Personal data shall be: processed fairly and lawfully; obtained for specified purposes and only processed in accordance with these purposes; adequate, relevant and not excessive; accurate and up to date; kept only for so long as is necessary for the specified purposes; processed in accordance with subject rights under the act; kept secure; transferred outside the European economic area only when the country in question ensures an adequate level of protection for data subjects.

References

In the course of taking references, employers will be asked about disciplinary offences concerning children, including any protection concerns and the outcome of any enquiry or disciplinary procedure. References may be taken up before interview. If they cannot be obtained before interview then any offer is made conditional upon receipt of satisfactory references.

Copthorne Prep School policies are found on the school website copthorneprep.co.uk





Our school

Copthorne Prep is a flourishing Independent prep school for boys and girls from ages 2 to 13. Children are prepared for public school scholarships or common entrance to the highest of standards.

The school is located close to the A264 between Crawley and East Grinstead, five miles from Gatwick Airport. The school has spacious grounds together with 55 acres of woodland belonging to the school.

Our Headmaster, Nathan Close, is a leader with a vision. Under his direction, the school has welcomed many initiatives backed by his exceptional staff. Copthorne Prep has exciting plans in place for an inspiring education curriculum, development projects and most importantly encouraging our pupils to have the space to enquire, perform, learn, smile and develop.

The school is a day school, although some children take advantage of the flexi-boarding opportunities we have on offer. We pride ourselves on the journey that our pupils take, from the first tentative steps into the Nursery to the confident pupil they are when they leave Copthorne Prep, having made full use of the opportunities afforded to them and achieved their potential in so many ways.

Founded as a boys preparatory school in 1902, it became a charitable trust in 1976 and in 1980 girls were admitted for the first time.

Copthorne Prep has a strong academic reputation locally in the community as well as with the senior schools.

The Headmaster is supported by a senior leadership team, which currently comprises of the Deputy Head, Head of Teaching & Learning, the Head of Pre-Prep & Nursery, the Head of HR and the Bursar. Our inspirational and professional staff compliment this management structure.

Aims and values

The ethos at Copthorne Prep celebrates all children. Every child deserves a school that is dedicated to developing individual abilities and confidence.

We offer our boys and girls the very best all round education, together with a stimulating range of sports and co-curricular activities.

This approach gives every one of our children the freedom to learn and grow within a safe, nurturing environment. To achieve this, a close partnership is established between each child and their teacher while ensuring that our class sizes remain small.

Our commitment to providing exceptional pastoral care is also reflected in the strong sense of community that children enjoy at the school, coupled with a culture that encourages trust, tolerance and achievement.

Space to inspire and develop

We have an exceptional team of staff who teach a rounded curriculum, designed to identify and develop each child's unique talents and abilities. From core subjects including English and maths to art and design, Copthorne Prep offers opportunities which embrace all aspects of education.

We place academics at the centre of school life, but also understand how vital it is for children to experience activities outside the classroom. Copthorne's extensive facilities allow every one of our children to discover enriching pursuits that will suit their developing abilities and interests.

Away from sport, children can enjoy taking part in a number of other inspiring activities including drama, dance, music concerts and more. Our aim is to encourage all our pupils to participate in activities that both educate and stimulate.

Within the school, our approach to the children's education ensures that staff continually monitor and

assess each pupil's performance, individually tailoring the curriculum to play to their strengths while addressing any particular educational need.

We want our children to become fully-rounded members of society, able to contribute in any situation confidently, work as part of a team and have a keen sense of right and wrong ... departing as confident young adults with exciting futures and lasting friendships.

We care passionately about the children at Copthorne Prep and we encourage our pupils to be the very best they can be. Our goal? To help children realise their full potential so when they leave, they will be ready to engage with the world wherever their lives may take them.

